



**Shell**

# Experienced Hire Assessment

CANDIDATE INFORMATION PACK

## OVERVIEW

This document describes the Experienced Hire recruitment process and the specific assessments you will be asked to take part in. It also provides information on how you can best prepare yourself.

We appreciate you taking the time to attend the final assessment day and we hope that you will find this document useful. If you have any questions after reading through this document, please refer to the email for the contact person.

## EXPERIENCED HIRE ASSESSMENT

The Shell Experienced Hire Assessment consists of a number of assessments which are designed to help us better understand how you would perform in the role you are applying for and your leadership potential(if applicable). During the day, you will also have the opportunity to learn more about the role and Shell.

Throughout the assessment process, you will meet with a number of assessors and interviewers. All of these individuals have been through an internal training process to ensure they uphold best practices in assessment.

## PREPARING FOR THE ASSESSMENT

Throughout the assessment day you will be assessed against the key functional competencies and our core leadership attributes. 'Functional competencies' refers to the specific professional or technical expertise necessary to perform a particular role.

The 'leadership attributes' refers to a set of behaviours which are central to effective performance across a range of roles. Your assessors will describe these to you on the day of your final assessment. During the assessment exercises we will provide you with sufficient opportunities to demonstrate your capabilities against each of these competencies and attributes.

Below are a few general tips from some of our successful candidates and experienced assessors:

- Be **informed** – go through the news and other information about Shell and learn more about our organisation, what we do and what we value. Read the job description of the role you have applied for to ensure you have a good understanding of what the role entails. The assessors want you to be sure that you are making the right choice and they are also keen to know why you have chosen to apply to Shell.
- Be **prepared** – read through your CV before the assessments and recall the details of specific tasks and/or projects of which you might be asked to discuss in detail with the interviewers/assessors.
- Be **punctual** or call if you are going to be late.

**Also, don't forget...**

Read Shell's expense policy and make travel arrangements in advance. Ensure you have all the documentation and identification you need to bring with you to the assessment. Get plenty of rest the night before the assessment!

## MORE USEFUL HINTS AND TIPS

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- Please try to get a good night's sleep and relax.
- We are only assessing when we say we are.
- Have a go – aim to do your best.
- Listen carefully to instructions – ask questions if anything is unclear.
- Reflect on your performance after each exercise, learn and move on.
- Please don't talk about the exercises with others – there may be more than one successful approach.

### DURING THE ASSESSMENT

Be **yourself** – the assessors want to get to know the real you.

Be **specific** – the assessors want to learn about specific projects and achievements from your recent past, NOT what you would do in general terms.

Be **clear** – avoid jargon or any terms that the interviewers/assessors may not be familiar with. If you must use it, please explain it.

### HSSE Briefing Packs

At Shell we care about your safety and are committed to ensuring that Health, Safety, Security and Environment (HSSE) features as a key element of our recruitment events. With this in mind, we have produced some safety advice to help you stay safe during your visit. Please be sure to read our [safety guidance](#).

The abuse of alcohol can impair performance during the interview and poses a serious threat to safety and environment, health and productivity. You are not allowed to consume alcohol and drug before attending the interview. Please do not create a presence of alcohol or drugs in the Shell office.

Do not travel in a car without a seatbelt fitted for the seat you are travelling in and always wear your seat belt! Wearing seat belt while in the front seat is mandate by law and hence please buckle up. In case the seat belts in the back seat are not functional/ missing, please switch to the front seat or do not use that vehicle and use a different one with functional seat belts.

Please ensure that you have submitted a filled copy of your JMP (Journey Management Plan) before you begin your journey. The JMP must be filled and submitted at least 3 days before you start the journey. Please refer to the email for the JMP document.

### AN OVERVIEW OF THE EXERCISES

The final assessment day consists of 3 exercises. These are Leadersip Potential Exercise, Professional Interview and Structured Interview. Please see below for a brief outline of each exercise and read those **applicable to you as stated in the email**. The order of the exercise is not fixed and we may start with any of those stated below.

#### PROFESSIONAL INTERVIEW

The Professional Interview will explore your functional competencies.

The interviewers will ask you a series of questions based on the key functional competencies required for

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the role in order to learn more about some of your relevant past experiences. It is recommended that you come prepared to discuss specific tasks/projects you have worked on in the past 18 months, or which you worked on in your last role if you have not been working in the last 18 months.

### STRUCTURED INTERVIEW

The Structured Interview will explore your working styles and preferences in relation to the attributes. The interviewers will ask you a series of questions to learn more about some of your relevant past experiences and, in particular, how you dealt with specific situations. It is recommended that you come prepared to discuss specific tasks/projects you have worked on in the past 18 months, or which you worked on in your last role if you have not been working in the last 18 months.

### LEADERSHIP POTENTIAL EXERCISE

This exercise will help us to understand your analytical thinking, decision making and problem solving skills as well as your capability to think strategically.

### AFTER THE ASSESSMENT

The exercises described in this document form the final stage of the assessment process. Our final decision will be determined based on your performance across all of the exercises you undertake on the Final Assessment Day.

### ASSESSMENT OUTCOMES

You will be contacted by your Recruiter to inform you as to whether you have been successful within 2 weeks.

If successful, you will be contacted by the Hiring Manager or the Recruiter to discuss offers, terms and conditions and the joining process.

If you are unsuccessful at the experienced hire assessment, you may reapply in the future subject to Shell's reapplication policy.